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From: "Jarosz, Margaret" <mjarosz@fedcsc.com>
Sent: Wed 7/25/2012 8:30:02 PM
Subject: Complete Laboratory Assignment for Case 42753 PAVILLION AREA GROUND WATER STUDY 7/20
[asr-regional-notification-case-42753-on-2012-07-25-16-22.pdf](#)
[2236.0.doc](#)
<http://epasmoweb.fedcsc.com/smoportal>
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Attached is the Complete Laboratory Assignment for Case 42753 PAVILLION AREA GROUND WATER STUDY, that shipped 7/20. The samples are scheduled with CHEM.

*MA 2236.0 attached.

If you have any problems viewing the attachment within the email, please contact your SMO coordinator.

Instructions for Uploading TR/COCs into the SMO Portal

1. On the last step of the FORMS II Lite wizard (Print/View a specific TR) is the Export TR button. This allows the user to export all of the TR/COCs for that site in .xml format. Please make sure to select the Include Site and Field QC Information checkbox before exporting the TR/COCs.
2. Go to the SMO Portal Site located at <http://epasmoweb.fedcsc.com/smoportal> and log in using your Username and Password. If you do not have a Username and Password, register for access using your Organization.
3. Select Submit Chain of Custody from the SMO Portal Home page, then select the Browse button, locate the .xml file you wish to upload, and click the UPLOAD button.
4. Enter your email address to receive a confirmation that the file has been uploaded successfully.

NOTE: Regional requirements for TR/COC submission are not replaced by this procedure unless directed by the Region. EPA requires that the TR/COCs are uploaded within three days of the ship date.

Please let me know if you have any questions.

Thank you,

MARGARET JAROSZ

Environmental Coordinator-Regions 1, 4, ORD and GLNPO

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